



BENEFITS BPP

Continuation of Benefits During Leave of Absence

See **Change Record** at end of document for updates to this BPP.

Trigger:

Agency Benefits Specialist needs to notify employees on Leave of Absence of continuation options for benefits.

Business Process Procedure Overview:

Employee is placed on a leave of absence (Z3 action) by the HR Data Maintainer. Agency Health Benefit Representative notifies employee of right to continue benefits while on leave by generating the ZBNS008 - Leave of Absence Notice Letter to send to the employee. The Leave of Absence Notice Letter will list the plans and addresses for remitting payment to continue coverage.

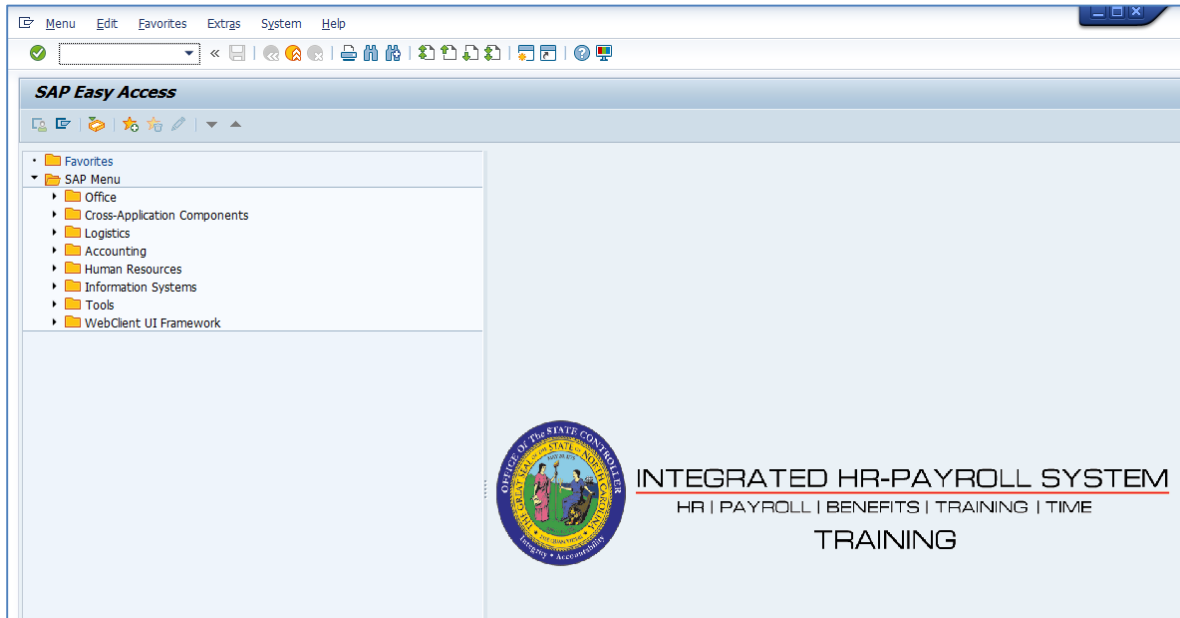
If premiums for the State Health Plan are owed, employees are instructed to mail payments to the BEST Service Center. Letters are only available to print during the period of time the employee is on leave. If the employee has returned from leave or has separated from employment, the letter will not be generated.

If agency wants to send the letter after employee has returned from leave, they may use the template on the BEST website: www.osc.nc.gov > BEST > support > NCOSC: BEACON Enterprise Support Team (BEST) Shared Services > Employee Benefits LOA letter.

Access Transaction:

Via Menu Path:	<i>This is a custom transaction created for the State of North Carolina. It is not in the SAP menu path. You need to type the transaction code in the Command field. (See Via Transaction Code below.)</i>
Via Transaction Code:	ZBNS008


Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: ZBNS008

2. Click the **Enter**  button.



Information

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction.**
- Type in **ZBNS008.**
- Click **Enter.**

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings.**
- Place a check next to **Display Technical Names.**
- Click **Enter.**

LOA Continuation Notice

Selection

Personnel Number

Personnel area

Organizational unit

Date Selection

Date ☒ To ☒

3. Update the following fields:

Field Name	Description	Values
Date	Beginning date of the specified date range	Enter value in Date. Example: 6/23/13
To	Ending date of the specified date range	Enter value in To. Example: 9/30/13

4. Click the **Execute (F8)** button.

A list of employees will display in a pop-up box for printing selection.

LOA Continuation Notice

LOA Notice Letter

☐ 80000122 Lynette Rosamond

☐ 80000842 Sarah Biltmore

☐ 80000002 Janet Thomas

5. Click the **Select All (F7)** button.

Information

You may also click the checkbox ☐ 80000122 to print an individual LOA Notice Letter.


6. Click **Letter (Ctrl+F1)** button. (It looks like a Print button.)

The screenshot shows the SAP Print dialog box with the following fields and values:


- Output Device:** LOCL
- Number of copies:** 1
- Page selection:** (empty)
- Spool Request:**
 - Name:** SCRIPT LOCL ZWFINOMPA042
 - Title:** (empty)
 - Authorization:** (empty)
- Spool Control:**
 - ☒ Print immediately
 - ☒ Delete After Output
 - ☒ New Spool Request
 - ☐ Close Spool Request
 - Spool retention pd:** 8 Day(s)
 - Storage Mode:** Print only
- Cover Page Settings:**
 - SAP cover page:** Do Not Print
 - Recipient:** (empty)
 - Department:** (empty)
- Buttons:** Print Preview, Print, and a close button (X).


7. Update the following field:

Field Name	Description	Values
Output Device	Code identifying a printer or fax machine to which a document or report can be sent	Enter value in Output Device. Example: LOCL



Information **OPTION:** Selecting ZLOCL as the output device will allow the header and footer information to print as designed.

8. Click the **Print immediately** ☐ Print immediately checkbox.
 To expedite printing, use the Print Immediately option.
9. Make sure that **Do Not Print** is the displayed selection for the *SAP cover page* field.
 The Do Not Print option under the SAP cover page list saves paper.
10. Click the **Print**  button.
 You can also select Print Preview to view the form prior to printing.



STATE OF NORTH CAROLINA
 1425 MAIL SERVICE CENTER
 RALEIGH, NC 27699-1425

**Continuation of Benefits during Leave of Absence
 Employee Response Form**

This letter has been sent to you by your Agency. Please contact your Health Benefits Representative (HBR) with any questions.

Lynette Rosamond 4845 Florence Street Oakwood, NC 27609	DATE 09/11/2014 Personnel No. 80000122 Personnel Area Cultural Resources Payroll Area NC Monthly
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This letter is to notify you of your option to continue your benefit plans during your Leave of Absence (LOA).

If during your LOA, you are using approved leave and your pay continues in full, your benefits will continue without interruption and you do not need to do anything.

If during your LOA, you are not using approved leave and are without pay; this includes but not limited to LOAs for FMLA, Family Illness Leave, Extended Illness, Short Term Disability, Military, the following applies:

AGENCY AFTER-TAX SPECIFIC BENEFITS
 You must contact your local agency benefits representative to receive information on maintaining these benefits plans while on LOA without Pay.

NCFLEX PLANS
 While on LOA without Pay, your benefit plans in the BEACON System will terminate. You may continue your plans by sending the premium payments directly to the vendor. NCFLEX vendors must receive your payments no later than the 15th of the month.

LOA Continuation Notice			
LOA Continuation Notice			
ZBNS008_LOA_NOTICE	LOA Notice Letters in Error	DATE:	04/12/2011
	Period ran: 04/01/2011 - 04/30/2011	PAGE:	1
Personnel No	Error Message		
80000286	No LOA return date found		
80000842	No benefits plans found		
Number of Employees in LOA for Selected Period 000003			
Number of Letters Printed		00001	
Number of Records with Errors		00002	

If the system is unable to generate a letter, an error report will pop up with employee's name and the corresponding error:

- No LOA found - Employee is not currently on a Leave of Absence. Check IT0000 for last action on file.
- No Benefit Plans found - Employee is not enrolled in benefits.

The system task is complete.

Change Record

Change Date: 9/29/16	Changed by: L Brown
Changes:	<ul style="list-style-type: none">• New BPP format• Updated all screen captures due to SAP upgrade to SAPGUI 7.40• Access Transaction: Added explanatory text in <i>Via Menu Path</i> field.• Steps 5-10: Updated various processes regarding Printing.